

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/11/2018**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
John H Williams  
Zendi F Meharry  
Mary Leonard

**BOARD MEMBERS ABSENT:** Cathy Hart

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Admin. Support Manager  
Eric Nelson, Board Prosecutor  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Roger Hales, Legal Counsel  
Kellie LaBonte, Technical Records Specialist II

**OTHERS PRESENT:** Kathleen Little  
Kris Ellis, Idaho Health Care Association  
Brent Schneider, Qualis Health  
Robert Vande Merwe, Idaho Health Care Association

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

**APPROVAL OF MINUTES**

Ms. Meharry made a motion to approve the minutes of 10/30/2017, 11/9/2017, and 12/14/2017. It was seconded by Mr. Williams. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory said that in the Governor's State of the State Address he thanked those individuals serving on Boards and Commissions for their service. Ms. Cory noted that later in the meeting, discussion will be held regarding proposed legislative changes. She reminded the Board that the deadline to submit proposed law changes to the

Governor's Office is mid-July and the deadline for proposed rule changes is mid-August, 2018 for the 2019 Legislative Session.

Ms. Cory said that during the subcommittee meeting, the Chair of the Residential Care Facility Administrator Board asked the subcommittee members to attend the January meetings for the Nursing Home Administrator (NHA) Board and the Residential Care Facility Administrator (RCA) Board. Ms. Cory mentioned that Mr. VandeMerwe, of the Idaho Health Care Association and Ms. Little, who is part of that subcommittee are in attendance.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$38,597.99 as of 12/31/2017.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number NHA-2018-1. After discussion, the Board asked for additional information to be obtained and presented at a meeting.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Discussion was held regarding case I-NHA-2017-4. Ms. Peel clarified that investigations conducted by the Department of Health and Welfare relate to the facility. By contrast, she said, the investigations conducted by the Bureau relate to the administrator.

Ms. Meharry made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2017-4. It was seconded by Mr. Williams. Motion carried.

## **LEGISLATIVE INTERIM COMMITTEE UPDATE**

Mr. Ellsworth said that there is no update as the Board was updated at the conference call in December and the committee has not met since.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken. Mr. Thompson said that the Board will not schedule any Board member training during the Legislative Session.

## **EXECUTIVE ORDER**

Ms. Eavenson discussed with the Board its role in responding to the Lt. Governor's Executive Order. A template report form will be used to complete the Board's response. The template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years
- D. Law, Rule, or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry
- E. Assessment of Public Interest
- F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will complete sections A, B and C of the template. The Bureau and the Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with completing sections E and F. Ideas for the report should be directed to the Board Specialist or Administrative Support Manager and should not be shared with other Board Members outside of Board meetings.

There will be three meetings to complete this report. The first meeting, today, will be the discussion of the report. During the second meeting, the Board will review and approve a draft. During the third meeting, the Board will review and approve a final draft. The final draft must be completed and approved by June 15, to meet the July 1, deadline for responding.

## **ADMINISTRATOR IN TRAINING PRESENTATION**

Mr. Brent Schneider of Qualis Health discussed with the Board an Administrator in Training topic referred to as Resident for a Day. Discussion followed the presentation. Mr. Thompson suggested Mr. Schneider reach out to the author of the article, Jennifer Johs-Artisensi, to gather additional information. Mr. Schneider may present his findings a future Board meeting.

## **IDAHO HEALTH CARE ASSOCIATION PROPOSED LAW CHANGE**

Mr. Vande Merwe presented the proposed law change to Idaho Code 54-1610. Discussion was held. Mr. Thompson, who originally raised the issue of changing the administrator in training hours, mentioned that additional changes to law and rule may be needed. Mr. Hales said that the subcommittee may review in further detail any changes that may need to take place. The Board did not see any concerns with the statute change.

Ms. Meharry made a motion for the Bureau Chief and/or Board Chair to attend any legislative meetings regarding this legislation. It was seconded by Ms. Leonard. Motion carried.

## **UPDATE FROM SUBCOMMITTEE**

Mr. Thompson said that the subcommittee has had one meeting. Discussion items included: AIT hours, combining of Boards, and the Health Services Executive credential. Mr. Vande Merwe reiterated that he is in favor of combining the two Boards as this appears to be a national trend. The subcommittee members have been invited to the Residential Care Facility Administrator Board meeting on 1/25/2018. A subcommittee meeting will be held on Friday, February 9, 2018.

## **APPLICATION PROCESS DISCUSSION**

The Board discussed the process for Administrators in Training submitting the 4<sup>th</sup> quarterly report and application by examination. Ms. Meharry made a motion for Ms. LaBonte and Mr. Ellsworth to work with Ms. Meharry on revising the AIT approval letter. The revision will include changing the eligibility for application date to match the date of completion of the AIT program. It was seconded by Ms. Leonard. Motion carried.

Ms. LaBonte said that she has received calls from AITs who are unaware of the required specialized course. Rule 400.03.g states Completion of a specialized course of study in nursing home long-term health care administration approved by NAB or otherwise approved by the Board. Ms. LaBonte shared with the Board a list of courses found in the Board's files. The Board asked Ms. LaBonte to reach out to the course providers to see if the courses are still active and if the courses are approved by the National Association of Long Term Care Boards (NAB). Ms. LaBonte will provide an update at the next meeting.

Ms. Meharry made a motion to authorize the Bureau staff to revise the AIT application to include the specialized course on the checklist and add a question to the application and bring back to the Board for review. It was seconded by Ms. Leonard. Motion carried.

## **CORRESPONDENCE**

The Board reviewed information from NAB – which included mid-year meeting updates and information regarding the Health Services Executive credential. No action was taken.

## **CE COURSES**

Ms. Meharry made a motion to approve the Health Care Policy and Economics from Lewis and Clark State College from August 21, 2017 – December 14, 2017 for continuing education credit. It was seconded by Ms. Leonard. Motion carried.

## **EXECUTIVE SESSION**

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Leonard. The vote was: Mr. Thompson, aye; Mr. Williams, aye; Ms. Meharry, aye; and Ms. Leonard aye. Motion carried.

Ms. Leonard made a motion to come out of executive session. It was seconded by Ms. Meharry. The vote was: Mr. Thompson, aye; Mr. Williams, aye; Ms. Meharry, aye; and Ms. Leonard aye. Motion carried.

## **APPLICATIONS**

Ms. Meharry made a motion to approve the quarterly reports for Sherie Alvari, Emilee Kulin, Michael Neubauer, and Valerie Wood. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to approve the quarterly report for 901149532 and send a letter reminding the trainee that the description of activities must match the write up of the domains. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to approve the quarterly report for 901149276 and send a letter reminding the trainee that the training program needs to show more than meetings and observations. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to approve the quarterly report for 901149203 and send a letter reminding the trainee that training should reflect that training hours are separate from the hours of trainee's role at the facility. It was seconded by Ms. Leonard. Motion carried.

## **NEXT MEETING**

The Board scheduled a conference call for Thursday, March 8, 2018 at 9:00 AM.

## **ADJOURNMENT**

Ms. Leonard made a motion to adjourn the meeting at 12:31 PM. It was seconded by Ms. Meharry. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Zendy F Meharry

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Tana Cory, Bureau Chief